



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: August 12, 2008
CLOSING DATE: Open-Continuous

Recruiting Bulletin No. 08-2599-038
Chicago Regional Census Center
Chicago, IL

POSITION TITLE: Area Manager
GG-0301-12

SALARY RANGE: \$71,074 - \$92,401

NUMBER OF VACANCIES: One (1)

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with possible extension up to two years.

WHO MAY APPLY: All Qualified US Citizens

DUTY LOCATION: Chicago Regional Census Center – Chicago, IL

Please Note: • Applicant must submit an OF-306 with the application. Please visit OPM website: http://www.opm.gov/forms/pdf_fill/of0306.pdf

This is an open continuous announcement. Applications will be referred to selecting official as requested until filled.

DUTIES: The incumbent of this position is responsible for the management and close control of field, office, and evaluation operations of a number of temporary field offices responsible for the enumeration of up to 3,000,000 housing units. Provides supervision, guidance, and technical direction to Early Local Census Office (ELCO) and Local Census Office (LCO) supervisory staff, regional technicians in their liaison activities, and Regional Census Center (RCC) clerks. Ensures that ELCO and LCO operations are completed on time and within budget and data quality standards are met. Assures that all necessary actions are taken to correct deficiencies reported by the regional technician staff. Provides direct supervision of 10 to 20 employees who serve as field managers and technical staff support over a large field and office workforce. Indirectly supervises up to several thousand employees in the ELCOs and LCOs. The scope of this responsibility includes the planning, development, and successful implementation of Census operations.

Conducts group and individual training sessions for ELCO and LCO management staff, regional technicians, and RCC staff. Training sessions will vary from one to five days, depending on the subject matter. Oversees the training of ELCO and LCO office and field staffs. Monitors the cost and progress reports of field, office, and evaluation operations, to ensure that the census is conducted on schedule and within budgeted allocations. Develops a strategic plan for field enumeration and recruitment for the assigned area. Oversees the ELCO and LCO recruitment programs, providing guidance on recruitment problems. May perform recruiting and testing functions as needed. Maintains a variety of outside contacts as required with civic organizations, business firms, and similar groups to further the needs of the Bureau and to foster cooperation on the part of the public. Performs other duties as necessary to effectively manage the field, office, group quarters, and evaluation operations.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be age 18 or older to be hired.
2. Applicants must have the specialized experience indicated below.

GG-0301-12: EXPERIENCE: Applicant must have one year of specialized experience to the next lower grade level. This specialized experience includes: **(1)** Experience planning survey or data collection, demographic, or geographic mapping work to be accomplished by subordinates, setting and adjusting short-term priorities, preparing schedules for the completion of work and assigning work to subordinates based on priorities, difficulty of assignments and the capabilities of employees; **(2)** Experience making or approving selected candidates for appointment, promotion, or assignment, serves as the reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors or managers, and assures equity of performance standards and rating techniques developed by subordinate supervisory or managers to assure equity in the assessment of employees work; and **(3)** Experience evaluating progress and cost reports and to find and implement ways to eliminate or reduce significant bottlenecks and barriers to production to improve operations and reduce costs.

EDUCATION: No substitution of education for experience is permitted.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants may submit a separate, individual statement addressing each of the following.**

1. Experience planning, organizing, and supervising a large-scale field survey or data collection operation.
2. Experience recruiting, interviewing, selecting, training, and evaluating field and/or office staff.
3. Experience analyzing performance, progress, and cost reports for a decentralized field and/or office staff.

For further information on this vacancy you may contact, Jodi Wysocki, HR Specialist at (312) 488-1500.

Payment of Relocation **IS NOT** authorized.

HOW TO APPLY: (Please follow the 3 steps outlined below)

STEP ONE: Applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume, for each grade level for which you are applying for. Be sure to include the grade level, and list the Recruiting Bulletin and Title on your application. List your work duties and accomplishments relating to the job for which you are applying.

If you are submitting an OF-612, you may visit the OPM web site to download the form: http://www.opm.gov/forms/pdf_fill/of612.pdf. Include your completed OF-306 as indicated on page one of this bulletin.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and grade for which you are applying.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Veteran's Preference - Applicants claiming 10-point veterans' preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-15 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Applicants requiring reasonable accommodation for any part of their application and hiring process should call 312-488-1500.

Step 2: Submit your separate, individual statement addressing each of the Evaluation Criteria listed on page two of this bulletin with your application.

Step 3: Submit completed application package by the closing date.

Complete application package (facsimile and e:mail applications will not be accepted) must be received by the closing date of the bulletin and submitted to:

Bureau of the Census
Chicago Regional Census Center
500 W Madison, Suite 1500
Chicago, IL 60661
ATTN: Jodi Wysocki – HR Specialist

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years or older to be hired.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.